

## Chapter 6 Processing SDO Payments

### Chapter Objective

This chapter provides instruction on processing SDO payments in ENCOMPASS.

### Chapter Objectives

By the end of this chapter, you will be able to:

- Prepare and process Pay Cycle SDO payments
- Prepare and process SDO reimbursements
- Reset Pay Cycles
- Post payments
- Cancel payments

**6.1**

Entering SDO Vouchers

To enter an SDO voucher, most of the information you enter is the same as for regular vouchers, as presented in Chapter 2: Entering Vouchers. However, for SDO payments you enter different information on the Payments page.

If your agency runs SDO Pay Cycles to print SDO checks on check stock, you select your agency’s SDO Bank and Account, select CHK as the Method, and select SD as the Handling Code. These vouchers will then go through your agency’s approval process. After the vouchers have been approved and budget-checked, payments can be created and printed when the SDO Pay Cycle is run.

If your agency writes manual SDO checks and records them in ENCOMPASS, you still enter the vendor, item, and accounting information as for a regular vouchers. On the Payments page, you record the manual payment. You select your agency’s SDO Bank and Account. However, before you can record the check number, the SDO voucher must be approved via your agency’s approval process. After the voucher is approved, you can record the manual payment. You go to the Payments page, select Record as the Action and enter the Payment Date and Reference. The Method then automatically defaults to MANUAL.

If entering a new voucher:

Navigation

Accounts Payable >> Vouchers > >Add/Update >> Regular Entry>> Add a New Value

If recording manual payment for existing voucher:

Navigation

Accounts Payable >> Vouchers > >Add/Update >> Regular Entry>> Find an Existing Value

APSC80

Payments page

APSC81

Step	Action
1	Verify the <i>Remit To</i> address.
2	Select your agency's SDO <i>Bank</i> and <i>Account</i> .
3	Select <i>SD</i> as the <i>Handling Code</i> .
4	Select <i>CHK</i> as the <i>Method</i> for payments that will be created via a Pay Cycle.
5	To record a manual payment for SDO payments <b>only</b> , select <i>Record</i> in the <i>Action</i> field in the Schedule Payment section of the voucher. NOTE: The voucher must go through the approval process before a manual payment can be recorded. <ul style="list-style-type: none"><li>• <b>Action</b> = Record</li><li>• <b>Payment Date</b></li><li>• <b>Reference</b> = Check Number</li></ul>
6	Select the <i>Hold Payment</i> checkbox to prevent a voucher from being paid. You must select a <i>Hold Reason</i> . Also, you must enter a detailed explanation in the <i>Payment Notes</i> box.
7	Click <i>Save</i> .

APT60

Processing SDO Payments

If your agency makes SDO payments by running Pay Cycles in ENCOMPASS, follow the procedures described in this section.

Pay Cycles are used to pay groups of vouchers that share certain characteristics. You can run Pay Cycles over and over again, using the same criteria to select your SDO payments, by simply updating the date information for an existing Pay Cycle. Before SDO vouchers can be picked up in a Pay Cycle, the vouchers must pass budget checking, and they must be approved and posted. SDO vouchers are approved by the agency only; they are not routed to AOS for approval.

To process SDO payments:

- A. Define Pay Cycle (if you do not have one already defined)
- B. Run the Pay Cycle

Navigation

Accounts Payable >> Payments> > Pay Cycle Processing >> Payment Selection Criteria

Procedure | Define Pay Cycle

If you do not have an existing Pay Cycle, use the Add a New Value tab to add a new one. Pay Cycles can be reused; therefore, the Pay Cycle should be named accordingly.

Payment Selection Criteria

Find an Existing Value

Add a New Value

Pay Cycle:

Add

Find an Existing Value

Add a New Value

APSC82 Payment Selection Criteria

Step	Action
1	Enter <i>Pay Cycle</i> name.
2	Click <i>Add</i> .

APT61

On the Dates page, change the Pay Cycle Selection Dates to a range that will select all the SDO vouchers you want to pay.

APSC83

Dates page

Field	Description
Pay From Date	Beginning date of the Pay Cycle. The system compares this date to the scheduled pay date for the voucher payment schedule. If the scheduled pay date is equal to or greater than the Pay From Date, the voucher can be paid in the current Pay Cycle.
Pay Through Date	Ending date of the Pay Cycle. The system compares this date to the scheduled pay date for the voucher. If the scheduled pay date is on or before the Pay Through Date, the voucher can be paid in the current Pay Cycle.
Payment Date	The system tags all payments created in the Pay Cycle with this date and prints it on checks or shows it on other payment methods. It can differ from the Pay Through Date. The scheduled pay date has to be between the Pay From Date and the Pay Through Date so that it is included in the Pay Cycle.
Next Pay Through Date	Enter the end date for the next Pay Cycle payment period. (This date must be equal to or greater than the Pay Through Date.)
Next Payment Date	Enter the payment date for the next scheduled Pay Cycle. You may enter a hypothetical date.

APT62

Step	Action
1	In the <i>Description</i> field, enter a description for the Pay Cycle, if you are creating a new Pay Cycle.
2	In the <i>Pay From Date</i> field, enter 01/01/1900.
3	In the <i>Pay Through Date</i> , enter today's date.
4	In the <i>Payment Date</i> , enter today's date.
5	In the <i>Next Pay Through Date</i> , enter a future date.
6	In the <i>Next Payment Date</i> , enter a future date.
7	All of the other fields on the page should stay as defaulted.
8	Click <i>Save</i> .

APT63

On this page, most of the options are not used by the State of Indiana for SDO payments. Listed below are the fields that the State uses.

APSC84

Preferences page

Step	Action
1	In the <i>Approval</i> field, enter User.
2	Verify <i>Netting Option</i> is <i>N</i> .
3	Change <i>Step Group</i> to <i>SDO</i> .
4	Confirm <i>Credit Vouchers</i> shows <i>Process Credit Vouchers</i> .
5	Confirm <i>Date Limit</i> shows <i>No Date Limit</i> .
6	Click Save.

APT64

The Source/BU page requires the Business Unit and Location Code information from which the Pay Cycle will be run.

APSC85

Source/BU page

Step	Action
1	Select the <i>Process</i> checkbox under the Source header.
2	<i>Source Transaction</i> field will always be <i>VCHR</i> .
3	Select the <i>Process</i> checkbox under the Business Unit header.
4	Change <i>Business Unit</i> to appropriate Business Unit.
5	Select the appropriate SDO <i>Location Code</i> .
6	Click Save.

APT65

SDO Pay Cycles require data in the following banking information fields.

APSC86

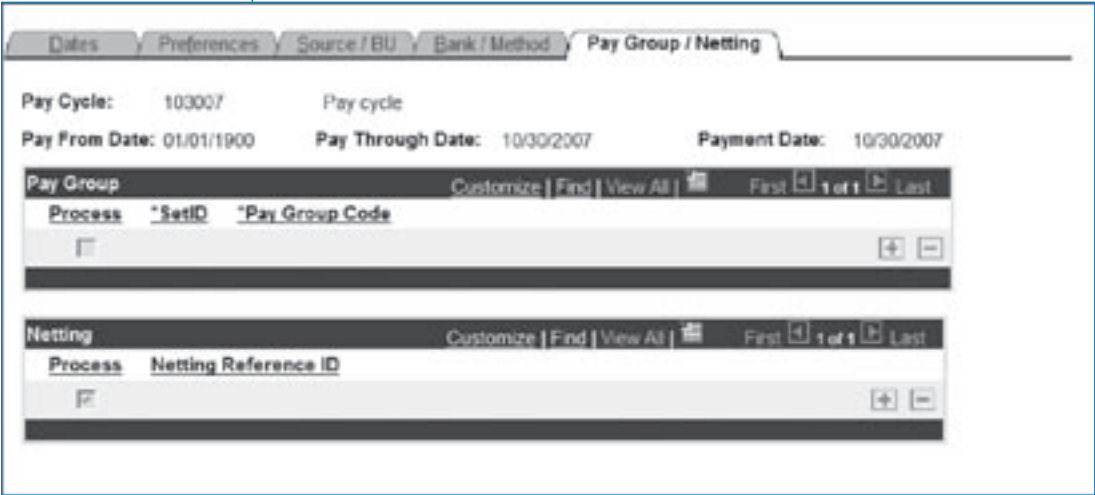
Bank/Method page

Step	Action
1	Verify that the <i>SetID</i> is <i>STIND</i> .
2	Select the agency's SDO <i>Bank</i> .
3	Select the SDO <i>Account</i> .
4	Verify that the <i>Process</i> checkbox in the Pay Method section is checked.
5	Select the <i>Payment Method</i> of <i>System Check</i> .
6	Click Save.

APT66



This page is only used by agencies that use vendor Pay Groups. The State of Indiana does not use AR/ AP Netting.



APSC87

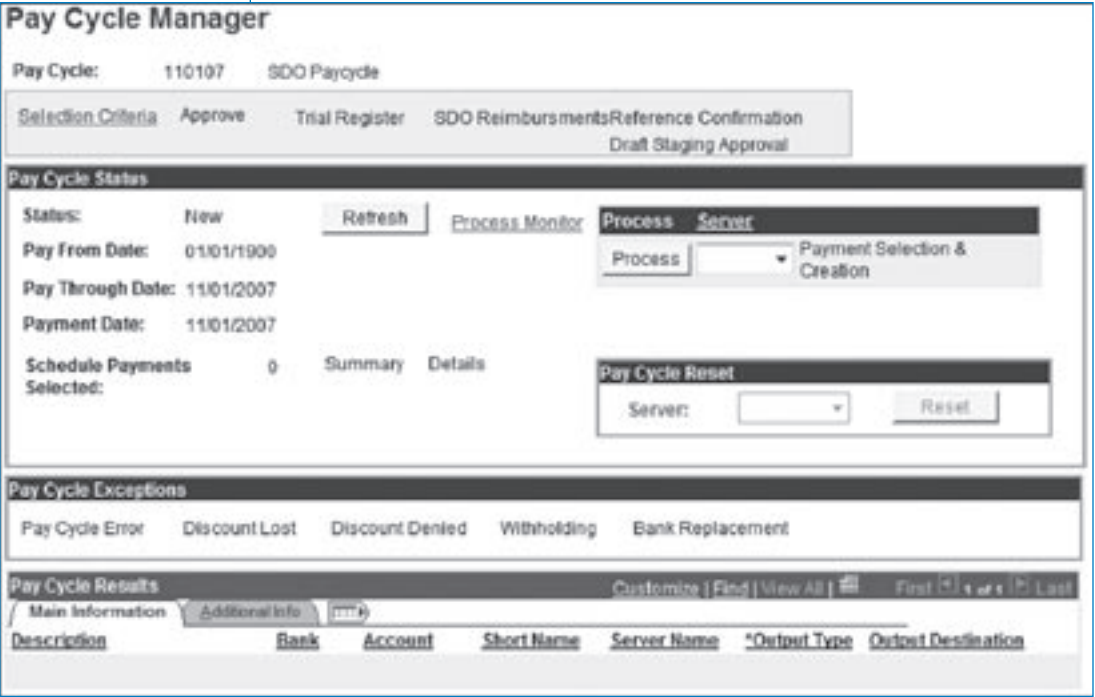
Pay Group/ Netting page

Step	Action
1	If you use Pay Groups, select the <i>Pay Group</i> checkbox.
2	Select the <i>SetID</i> .
3	Select the <i>Pay Group Code</i> .
4	Add as many <i>rows</i> as necessary to include all required Pay Group Codes.
5	Click <i>Save</i> .

APT67

Procedure | Run the Pay Cycle

The Pay Cycle Manager searches for all scheduled payments for all banks and payment methods defined by the Pay Cycle.



APSC88

Pay Cycle Manager

Step	Action
1	Select <i>PSNT</i> in the <i>Server</i> list (next to the <i>Process</i> button).
2	Click <i>Process</i> to start the Pay Cycle.
3	Click the <i>Process Monitor</i> link to see the processing cycle.
4	Click the <i>Refresh</i> button to see the status when the Pay Cycle is complete. Status will change from <i>New</i> to <i>Running</i> to <i>Created</i> .
5	Click the <i>Trail Register</i> link to view payments ready for processing.

APT68

The Trial Register is a report that shows all of the payments. Before running this report for the first time, you need to create a Run Control ID to set up the parameters for running the report. After you have created a Run Control ID, you can reuse it the next time you run the Trial Register.

### Trial Register


Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

---

Run Control ID:

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

**APSC89**

## Trial Register

Step	Action
1	Click <i>Add a New Value</i> .
2	Enter a value for this report. Note: Run Control IDs must not have any spaces. Use an underscore instead of a space in all Run Control IDs (e.g., TRIAL_REGISTER).
3	Click <i>Add</i> .

**APT69**

On this page, the report requires the name of the active Pay Cycle.

## Register

Run Control ID: TRIAL\_REGISTER      [Report Manager](#)      [Process Monitor](#)      [Run](#)


Language: English

**Report Request Parameters**

Pay Cycle:        [Pay Cycle Manager](#)

**APSC90**

## Trial Register

Step	Action																					
1	Enter the name of the Pay Cycle.																					
2	Click <i>Run</i> .																					
3	Click the checkbox by <i>Trial Register by Voucher</i> .																					
	 <p><b>Process Scheduler Request</b></p> <p>User ID: R200000 Run Control ID: LEO001</p> <p>Server Name: PSFT Run Date: 11/06/2007</p> <p>Recurrence: Run Time: 4:33:24 PM <a href="#">Reset to Current Date/Time</a></p> <p>Time Zone: </p> <p><b>Process List</b></p> <table> <tr> <th>Select</th><th>Description</th><th>Process Name</th><th>Process Type</th><th>Type</th><th>Format</th><th>Distribution</th></tr> <tr> <td><input type="checkbox"/></td><td>Trial Register</td><td>APY2030</td><td>Crystal</td><td>Web</td><td>PDF</td><td>Distribution</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>Trial Register by Voucher</td><td>SOAP007</td><td>Crystal</td><td>Web</td><td>PDF</td><td>Distribution</td></tr> </table>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input type="checkbox"/>	Trial Register	APY2030	Crystal	Web	PDF	Distribution	<input checked="" type="checkbox"/>	Trial Register by Voucher	SOAP007	Crystal	Web	PDF	Distribution
Select	Description	Process Name	Process Type	Type	Format	Distribution																
<input type="checkbox"/>	Trial Register	APY2030	Crystal	Web	PDF	Distribution																
<input checked="" type="checkbox"/>	Trial Register by Voucher	SOAP007	Crystal	Web	PDF	Distribution																
	<b>APSC91</b>																					
4	Click <i>OK</i> .																					
5	Click the <i>Process Monitor</i> link to view the process running.																					
6	When process reads <i>Success</i> and <i>Posted</i> , click <i>Details</i> to view the report.																					
7	Click the <i>View Log/Trace</i> link to find the PDF file.																					

**APT70**





3	An optional step is to click the Paycycle Summary link. This page shows you a listing of all payments, similar to the Trial Register.
4	If approved, click the <i>Pay Cycle Manager</i> link.
5	Enter the <i>Server Name</i> of <i>PSNT</i> (located at the bottom of the page).

# Pay Cycle Manager

**Pay Cycle:** LED001

[Selection Criteria](#)
[Approve](#)
[Trail Register](#)

[Reference Confirmation](#)
[Draft Staging Approval](#)

**Pay Cycle Status**

**Status:** Approved
 [Refresh](#)
[Process Monitor](#)

**Pay From Date:** 01/01/1900

**Pay Through Date:** 11/06/2007

**Payment Date:** 11/06/2007

**Schedule Payments Selected:** 1
 [Summary](#)
[Details](#)

**Pay Cycle Reset**

**Server:**

**Pay Cycle Exceptions**

[Pay Cycle Error](#)
[Discount Lost](#)
[Discount Denied](#)
[Withholding](#)
[Bank Replacement](#)

**Pay Cycle Results**

[Customize](#)
[Feed](#)
[View All](#)

[Feed](#)
1 of 1

[Main Information](#)
[Additional Info](#)

Process	Description	Bank	Account	Short Name	Server Name	Output Type	Output Destination
Process	Print Checks	CHASE	6036	Approved	<input type="text"/>	Printer	<input type="text"/>

APSC95

6	Enter the <i>Output Type</i> of Web.
7	Click the <i>Process</i> button. Status will change to Completed

**APT72**

## NOTE

This Pay Cycle can be re-used for all future SDO Payment Pay Cycles.

## Creating SDO Payment Reimbursements

In order for agencies to be reimbursed for their manual and Pay Cycle SDO payments, an SDO Payment Worksheet detailing vouchers paid from the SDO account must be created, approved by the agency, and submitted to AOS for final approval and reimbursement processing.

## Navigation

[Accounts Payable >> Payments >> SDO Payments Reimbursement >> Create Reimbursement Worksheet](#)

## Creating an SDO Reimbursement Worksheet and SDO Transmittal Form

Use the Add a New Value tab to enter the SDO Bank information for the Reimbursement Worksheet.

**Reimbursement Selection**

[Add a New Value](#)

Bank SetID:  

Bank Code:  

Bank Account:  

APSC96 Reimbursement Selection

Step	Action
1	Enter the <i>Bank SetID</i> .
2	Enter the <i>Bank Code</i> .
3	Enter the <i>SDO Bank Account</i> .
4	Click <i>Add</i> .

**APT73**

Enter the required select criteria.

SDO Reimb Selection

**SDO Payment Reimbursement Selection**

Bank/Account

Bank SetID:	STND	Bank ID:	074000010	CHASE
Bank Code:	CHASE	Account #:	193151258	SDO FSSA 00405 LP0006
Bank Account:	6036	SDO Reimbursement ID	NEXT	Status: New

Enter Search Criteria

Pay From Date   Pay Through Date

Payment ID From   Payment ID To

APSC97

SDO Reimbursement Selection

Step	Action
1	Enter <i>Pay From Date</i> and <i>Pay Through Date</i> (optional).
2	Enter <i>Payment ID From</i> and <i>Payment ID To</i> (optional).
3	Click the <i>Search</i> button.
4	Select the payments to be added to the SDO Reimbursement Worksheet.
<div><div>Select All</div><div>Deselected All</div><div><div>Customers   Find   View All   First 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 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803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000</div></div></div>	
APSC98	
5	Click the <input type="button" value="Submit For Approval"/> button.

6

The selected payment lines status is updated to Submitted, and the SDO Reimbursement ID is assigned. The  button becomes available.

SDO Reimbursement Approval

**SDO Reimbursement Approval**

Bank/Account

Bank SetID:	STND	Bank ID:	074000010	CHASE
Bank Code:	CHASE	Account #:	193151258	SDO FSSA 00405 LP0006
Bank Account:	6036	SDO Reimbursement ID	0000000028	Status: Submitted

Payment Info

Select	Status	Payment Date	Payment Number	Payment Reference	Payment Amount	Limit Exceeded	Comments
<input checked="" type="checkbox"/>	Submitted	11/01/2007	0000000044	0000000041	800.000	No	

APSC99

7

Click the  button.

8

SOIAP026 will process using the SDO Reimbursement ID as the Run Control ID.

Process List

Payment Info

Select	Instance	Sys	Process Type	Process Name	User	Run Control ID	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	314888	Cystal	SOIAP026	R20886	0000000028	11/01/2007 11:46:44	Queued	N/A		Details

APSC100

9

When the process completes, click the *Details* Link and then click the *View Log/Trace* link.

6.18

6.19

10 To open the SDO Reimbursement Worksheet for review and printing, click the SOIAP026\_3346867.PDF. (The PDF naming convention is 'SOIAP026\_' + 'Process Instance'.)

View Log/Trace

Report

Report ID: 1761797

Process Instance: 3346867

Message Log

Name: SOIAP026

Process Type: Crystal

Run Status: Success

SDO Transmittal Form

Distribution Details

Distribution Node: XCOPY

Expiration Date: 11/14/2007

File List

Name	File Size (bytes)	Datetime Created
CRW_SOIAP026_3346867.log	0	11/07/2007 9:32:14 457000AM IND
SOIAP026_3346867.PDF	49,897	11/07/2007 9:32:14 457000AM IND
passtrace.trc	509	11/07/2007 9:32:14 457000AM IND

Distribute To

Distribution ID Type

Distribution ID

APSC101

11 Print the SDO Payment Reimbursement/SDO Transmittal Form and have it WET SIGNED by the SDO Officer. NO SIGNATURE STAMPS ACCEPTED.

SDO Transmittal Form

SDO Reimbursement ID: 000000027

Business Unit: 00405

Bank Account: 100151256

Local Purchasing Number: 502296000

SDO Officer: MEMADR, SETH

Print Date: 11/7/2007

Bar code information includes:  


SDO Certification

Vendor ID	Vendor Name	Expenditure Account Fund	Voucher ID	Payment ID	Payment Date	Gross Amount	Single Payment Limit exceeded
000000009	IKON OFFICE SOLUTIONS		000000048	000000042	10/31/2007	1,578.41	Yes
		112251	10020				
000000012	3M COMPANY		000000049	000000049	11/1/2007	2,500.00	Yes
		112251	10020				
Total						4,078.41	

APC02

12 Physically send the signed SDO Transmittal Form to AOS.

APT74

Resetting Pay Cycles

Resetting the Pay Cycle allows you to deselect vouchers for payment after you run a Pay Cycle but before you print the checks. For example, after reviewing the Trial Register, you may find errors or decide that you do not want to pay certain vouchers that were selected. If so, you must reset the Pay Cycle, make corrections or put vouchers on hold so they won't be selected in the Pay Cycle, and then rerun the Pay Cycle.

After you correct vouchers and take them off hold, they must again go through document tolerance, budget-checking, and approvals. Then they will be picked up in the next Pay Cycle.

NOTE

If you have approved the Pay Cycle, you must reject it before you can reset it. See Rejecting a Pay Cycle in this chapter.

Navigation

Accounts Payable >> Payments >> Pay Cycle Processing >> Pay Cycle Manager

Pay Cycle:TR110100050

Selection Criteria

Approve

Trial Register

AOS File Creation

Claim Voucher/Abstract

Reference Confirmation

Draft Staging Approval

Pay Cycle Status

Status:Created

Refresh

Process Monitor

Pay From Date:01/01/1900

Pay Through Date:12/01/2007

Payment Date:11/06/2007

Schedule Payments Selected:3

Summary

Details

Pay Cycle Reset

Server:PSNT

Reset

Pay Cycle Exceptions

Pay Cycle Error

Discount Lost

Discount Denied

Withholding

Bank Replacement

Pay Cycle Results

Customize | Find | View All |  First 1 1 of 2 Last

Main Information

Additional Info

Description

Bank

Account

Short Name

Server Name

Output Type

Output Destination

AOS

AOS

Created

File

AOS

AOS

Created

File

APSC102

Pay Cycle Manager

Step	Action
1	In the Pay Cycle Reset box, select <i>PSNT</i> as the <i>Server</i> .
2	Click the <i>Reset</i> button.

APT75

Reset Pay Cycle TR1101? (7250,8)

If you reset a Pay Cycle, all the scheduled payments selected and/or created for payment in the Pay Cycle will be unselected.

OK

Cancel

APSC103

Warning Message

Step	Action
3	Click <i>OK</i> .

APT75b

The Status is Reset.

Pay Cycle:TR110100050

Selection Criteria

Approve

Trial Register

AOS File Creation

Claim Voucher/Abstract

Reference Confirmation

Draft Staging Approval

Pay Cycle Status

Status:Reset

Refresh

Process Monitor

Pay From Date:01/01/1900

Pay Through Date:11/01/2007

Payment Date:11/01/2007

Schedule Payments Selected:0

Summary

Details

Pay Cycle Reset

Server:

Reset

Pay Cycle Exceptions

Pay Cycle Error

Discount Lost

Discount Denied

Withholding

Bank Replacement

Pay Cycle Results

Customize | Find | View All |  First 1 1 of 1 Last

Main Information

Additional Info

Description

Bank

Account

Short Name

Server Name

Output Type

Output Destination

APSC104

Pay Cycle Manager

Step	Action
4	Write down the Pay Cycle ID so you can easily find the Pay Cycle when you are ready to re-create the payments
5	Make corrections to vouchers as needed. Or, you can put problem vouchers on hold to correct later and run the Pay Cycle again right away, to avoid holding up other payments in the Pay Cycle.
6	After making corrections or putting problem vouchers on hold, navigate to Pay Cycle manager and find the Pay Cycle.
7	Select the <i>Server</i> and click the <i>Process</i> button to rerun the Pay Cycle.
8	To complete the payment processing, follow the steps outlined in the Processing SDO Payments section.

APT76



Rejecting a Pay Cycle

If you have approved a Pay Cycle and need to reset it, you must first reject the Pay Cycle.

Pay Cycle Manager

Pay Cycle:TR110100050

Selection Criteria

Approve

Trial Register

AOS File Creation

Claim Your Check/Request

Reference Confirmation

Draft Staging Approval

Pay Cycle Status

Status:Created

Refresh

Process Monitor

Pay From Date:01/01/1900

Pay Through Date:11/01/2007

Payment Date:11/01/2007

Schedule Payments Selected:14

Summary

Details

Pay Cycle Reset

Server:

Reset

Pay Cycle Exceptions

Pay Cycle Error

Discount Lost

Discount Denied

Withholding

Bank Replacement

Pay Cycle Results

Main Information

Additional Info

Description	Bank	Account	Short Name	Server Name	*Output Type	Output Destination
	AOS	AOS	Created		File	
	AOS	AOS	Created		File	

APSC105 Pay Cycle Manager

Step	Action
1	Click the <i>Approve</i> link.

APT77

Pay Cycle Approval

Pay Cycle:TR110100050

Pay Cycle Manager

Pay Cycle Payments/Drafts

Pay Through Date:11/01/2007

Payment Date:11/01/2007

Scheduled Payments:14

Paycycle Summary

Status:Created

Approve

Reject

Pay Cycle Results

Customize

Find

View All

First

1 of 2

Last

Status	SetID	Bank	Account	Payment File	Form ID	Settle by	Positive Payment Form	File Copy Form	First Payment
Created	STND	AOS	AOS	Checks	CHECK2	Pay Cycle			11000267
Created	STND	AOS	AOS	Check Advice	CHECK2	Pay Cycle			11000267

APSC106 Pay Cycle Approval

Step	Action
2	Click the <i>Reject</i> button.

APT78

The Reject button is grayed out and the Status is Rejected.

Pay Cycle Approval

Pay Cycle:TR110100050

Pay Cycle Manager

Pay Cycle Payments/Drafts

Pay Through Date:11/01/2007

Payment Date:11/01/2007

Scheduled Payments:14

Paycycle Summary

Status:Rejected

Approve

Reject

Pay Cycle Results

Customize

Find

View All

First

1 of 2

Last

Status	SetID	Bank	Account	Payment File	Form ID	Settle by	Positive Payment Form	File Copy Form	First Payment
Rejected	STND	AOS	AOS	Checks	CHECK2	Pay Cycle			11000267
Rejected	STND	AOS	AOS	Check Advice	CHECK2	Pay Cycle			11000267

APSC107 Pay Cycle Approval

Step	Action
3	Make corrections as needed. Write down the Pay Cycle ID so you can easily find the Pay Cycle when you are ready to create the payments
4	After making corrections, navigate to Pay Cycle manager and find the Pay Cycle.

APT79



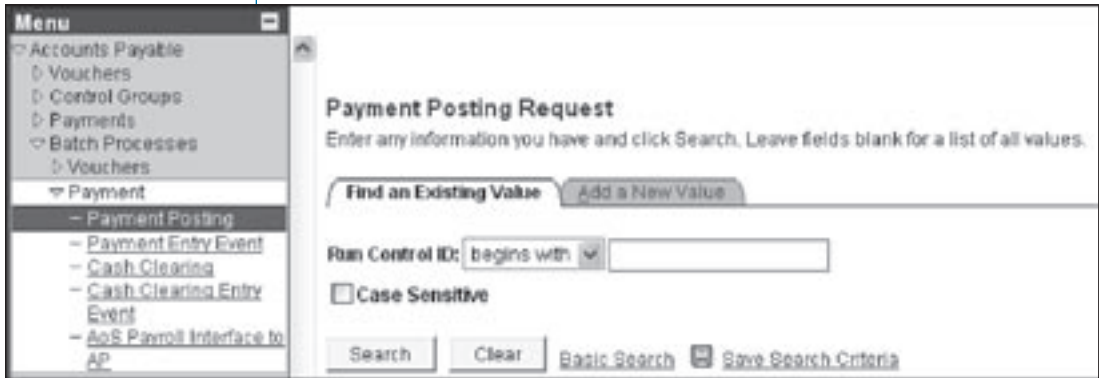
Posting Payments

Payments are automatically posted in a batch process that runs overnight. Payment posting creates the accounting entries that offset the liability created by the voucher and credit the cash account. These entries are posted to the general ledger when the Journal Generator process runs.

Most users will not be able to post payments. However, a few users will have access to unpost payments.

Navigation

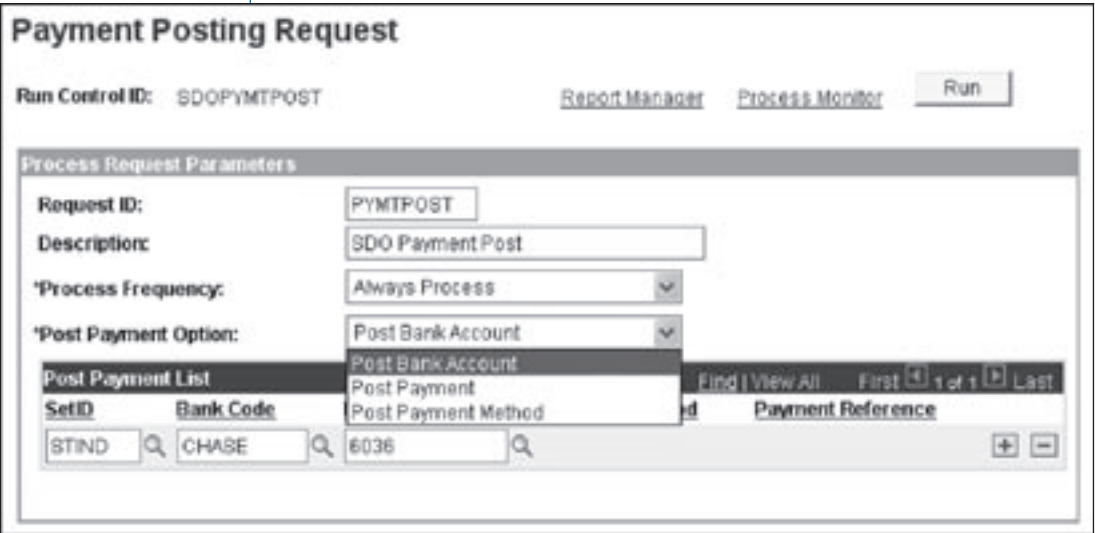
Accounts Payable >> Batch Processes> > Payment >> Payment Posting




APSC108 Payment Posting Request

Step	Action
1	If this is the first time you are running this process, click the <i>Add a New Value</i> tab and enter a <i>Run Control ID</i> . Any subsequent times, click <i>Find an Existing Value</i> and select the <i>Run Control ID</i> defined previously.
2	Click <i>Search</i> .

APT80



APSC109 Payment Posting Request

Step	Action
3	Enter a value in the <i>Request ID</i> field.
4	In the <i>Description</i> field, enter <i>SDO Payment Post</i> .
5	In the <i>Process Frequency</i> drop-down box, select <i>Always Process</i> .
6	In the <i>Post Option</i> drop-down box, select <i>Post Bank Account</i> . Other options are <i>Post Payment</i> and <i>Post Payment Method</i> .
7	In the <i>Payment Options</i> box, enter the <i>Set ID</i> , the <i>Bank Code</i> , and the <i>Bank Account</i> .
8	If you want to post payments from more than one bank or bank account, click  to insert rows.
9	Click <i>Save</i> .
10	Click <i>Run</i> .

APT81

Process Scheduler Request

User ID: R209999Run Control ID: 050JH

Server Name:

Run Date: 11/06/2007

Recurrence:

Run Time: 4:19:56PM

Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PSAP Payment Posting	AP_PSTPYMNT	Application Engine	Web	TXT	Distribution

OK

Cancel

Refresh

APSC110Process Scheduler Request

Step	Action
11	Click OK.

APT82

Payment Posting Request

Run Control ID: SDOPYMTPOSTReport ManagerProcess MonitorRun

Process Instance:3347749

Process Request Parameters

Request ID: PYMTPOST

Description: SDO Payment Post

Process Frequency: Always Process

Post Payment Option: Post Bank Account

Post Payment List

SetID	Bank Code	Bank Account	Payment Method	Payment Reference
STIND	CHASE	6036		

APSC111Payment Posting Request

Step	Action
12	Click the <i>Process Monitor</i> link.

APT83

Process List

User ID: OLUSER3Type:Last: 1 DaysRefresh

Server:Name:Instance:to

Run:Distribution:Save On Refresh

Process List

Select	Instance	Seq	Process Type	Process Name	User	Run Control ID	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3347749		Application Engine	AP_PSTPYMNT	OLUSER3	SDOPYMTPOST	11/02/2007 4:22:12PM IND	Success	Posted	Details
<input type="checkbox"/>	3347745		Application Engine	FS_BP	OLUSER3	000006471	11/02/2007 4:13:03PM IND	Success	Posted	Details
<input type="checkbox"/>	3347716		Crystal	APY2000	OLUSER3	ADHOC	11/02/2007 2:58:21PM IND	Success	Posted	Details
<input type="checkbox"/>	3347705		Crystal	APY1000	OLUSER3	ADHOC	11/02/2007 2:55:44PM IND	Success	Posted	Details

APSC112Process List

Step	Action
13	Click the <i>Refresh</i> button until Run Status is <i>Success</i> and Distribution Status is <i>Posted</i> .
14	Run query SOIAP0014 to verify that payments have been posted. The query only returns payments that have not been posted; therefore, if your payments do not show up, they posted successfully.

APT84

Canceling Payments

There times when you may need to cancel an SDO payment. Agencies have the ability to cancel SDO payments only. If you need to have a payment executed by AOS canceled, contact AOS.

- To cancel a payment before it is sent out, **void** it in ENCOMPASS. The system automatically reconciles a voided payment. (This is the most common situation at the State.)
- To record a stop payment on a check that has already been sent out and that you’ve asked the bank to stop payment on, **stop** payment in ENCOMPASS.
- To handle checks or ACH payments that were bounced back, i.e., rejected by the vendor or bank for various reasons, **void** the payment in ENCOMPASS.

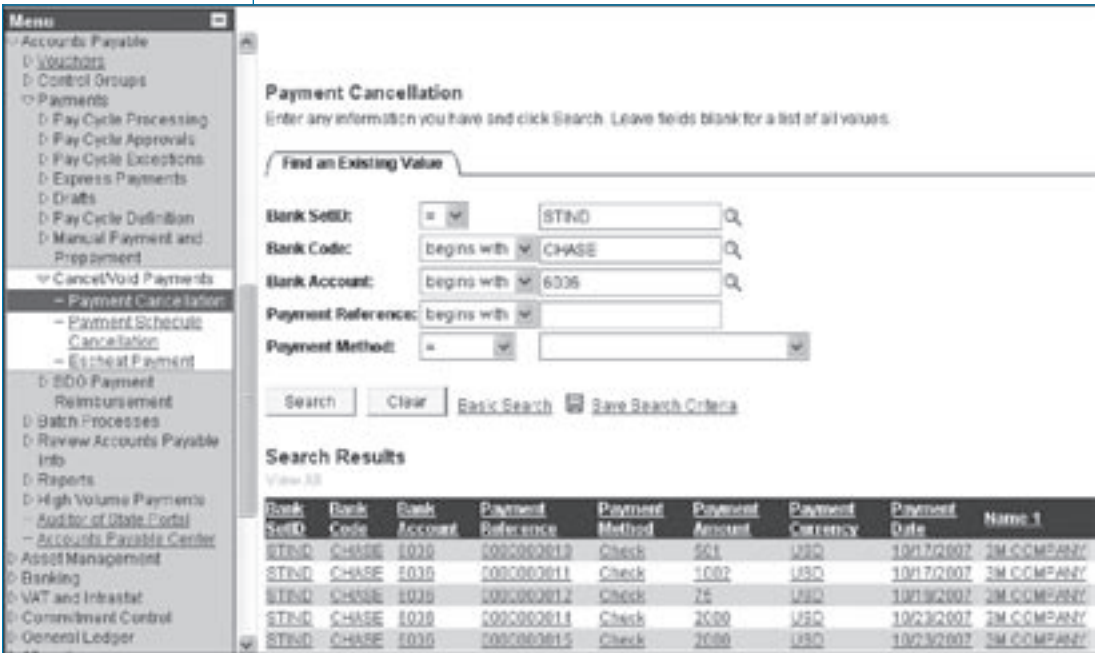
The cancellation takes effect after payment posting runs (which occurs overnight). After a payment is canceled and payment posting runs, **ENCOMPASS backs out all payment information for the vouchers affected by a canceled payment.** You can choose to have the voucher *reopened* or *closed*. If you choose to reopen and reissue the voucher, the voucher will be made available for selection in the next Pay Cycle (after payment posting is run). If you choose to close the voucher, it will be closed the next time voucher posting runs.

NOTE

Before a payment can be canceled, the payment must be posted. You can verify whether a payment is posted by running query SOIAP004. If the payment appears on the query, it is not posted; the payment cannot be canceled until the payment posting process runs (which runs every two hours).

Navigation

Accounts Payable > Payments >> Cancel/Void Payments >> Payment Cancellation



APSC113

Payment Cancellation

Step	Action
1	Enter the <i>Bank Code</i> and <i>Bank Account</i> . (If you know the <i>Payment Reference</i> number, you can enter it.)
2	Click <i>Search</i> .
3	Select the payment you want to cancel.

APT85

6.30

6.31

Cancel Payment

Action:  Run

Enter Cancel Payment

Bank Set ID: 0TIND

Reference ID: 0000000025

Creation Date: 10/25/2007

Bank: CHASE

CHASE

Payment Date: 10/25/2007

Account: 6036

193151256

Payment Amount: 800.000 USD

Payment Method: System Check

Cancel Post Status: Not Applicable

Remit Vendor: 0000000046

PRINTERS SUPPLY OF IND INC

Settle by: Pay Cycle

Settlement Status: None

Date Cancelled: 11/07/2007

Payment Status: 

☒ Void

☐ Stop

☐ Undo Cancel

Cancel Action: 

☒ Re-Open Voucher(s)/Re-Issue

☐ Re-Open Voucher(s)/Put on Hold

☐ Do Not Reissue/Close Liability

Hold Reason:

Description:

APSC114 Cancel Payment

Step	Action
4	Select <i>Void</i> or <i>Stop</i> .
5	If you want to reissue the payment immediately, select <i>Re-Open Voucher(s)/Re-Issue</i> .
6	If you need to make changes to the voucher before reissuing payment, select <i>Re-Open Voucher(s)/Put on Hold</i> .
7	If you do not want to reissue the check, select <i>Do Not Reissue/Close Liability</i> .
8	In the <i>Description</i> field, enter the reason for canceling the payment.
9	Click <i>Save</i> .

APT86

Reconciling SDO Bank Accounts

This section provides high-level steps for the manual and semi-manual bank reconciliation processes in ENCOMPASS.

Navigation

Banking >> Reconcile Statements >> Semi-Manual Reconciliation

Navigation

Banking >> Reconcile Statements >> Manual Reconciliation

Reconcile statements semi-manually when there is not a one-to-one match between your bank and system transactions and you have reconciliation exceptions. Or, you can reconcile bank statements after entering a hardcopy bank statement online.

Semi Manual Reconciliation

Search Criteria

Bank ID:

Account #:

Statement ID: 

%

From Date: 11/26/2007

Thru Date: 11/27/2007

Reconciliation Status: Unreconciled

From Amount:

To Amount:

Currency Code:  Search Advanced Search

Bank Transactions Customize | End | View All |  First 1 of 1 Last

System Transactions Customize | End | View All |  First 1 of 1 Last

Select Reference Bank Date Tran Amt Type

Select Reference Tran Date Tran Amt Type Source

Reconcile

APSC115 Semi-Manual Reconciliation

Step	Action
1	Enter <i>Bank ID</i> , <i>Account #</i> , <i>Statement ID</i> , and <i>date range</i> .
2	Click the <i>Search</i> button.
3	Select items to reconcile.
4	Click the <i>Reconcile</i> button.

APT87

Use the manual reconciliation process to reconcile statements for banks that do not provide an electronic file of their transaction data.

Manual Reconciliation

Search Criteria

Bank ID

Account #

From Date

Thru Date

Method

Status

Search

System Transactions

Select

Reconciliation Date

Status

Reference

Transaction Date

Transaction Amount

Currency

Method

Source

Status

Detail

Select All

Clear All

Recon Date Override Options

Override Reconciliation Date

Enter Reconciliation Date:

11/27/2007

Reconcile

Account Register Report

Process Monitor

Notify

APSC116

Manual Reconciliation

6.34

Step	Action
1	Enter <i>Bank ID</i> , <i>Account #</i> , and <i>date range</i> .
2	Click the <i>Search</i> button.
3	Select items to reconcile.
4	Click the <i>Reconcile</i> button.

APT88